FY 2004 Alpha Evaluation Report Guidance[1]
Date Prepared

Submitted by: _____ [2]
Name and Title:

Project Number and Title:
Software Name(s):

Principal Investigator:

Alpha Test Participants and Code Users Consulted:[3]

Name and Title	Organization and Position	Commercial Phone Number and E-mail Address

Technical Metrics Test Summary:[4]

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[1] This is the evaluation report prepared by the **CTA/Portfolio Leader**.

[2] A signed hard copy of the evaluation report must be sent by surface mail to the SAS PM.

[3] List any users of the Alpha version of the software who participated in the test event(s) or provided feedback concerning the software's suitability in meeting their requirements. If this list is extensive, include it as an attachment to the report.

[4] Discuss your take on the Alpha SME's test report.

Alpha Test and Evaluation Overview		
Purpose	**How**	**CTA/Portfolio Leader's Evaluation Comments**
Ensure DoD relevance.	Examine the test plan against the project's approved CTPs. Ensure systems and cases/data planned for testing actually test the CTPs. Refine test plan and cases/data as necessary. Obtain approval for the revisions from the SAS PM.	Provide comments about the **validity** of the test plan and cases/scenarios. **Comments:**
Determine the performance of the code.	Test the code against the Alpha-level CTPs.	Provide comments about the test's **conduct and results**. **Comments:**
Obtain user feedback about the usefulness of the code.	1. Obtain user feedback concerning requirements vis-à-vis the code's current and planned performance. 2. Propose modifications to the CTPs as appropriate.	From your own discussions with users, provide your appraisal of the code's value in meeting **user requirements**. Specify any additional work that must be done in this regard. **Comments:**

Alpha Test and Evaluation Overview		
Purpose	**How**	**CTA/Portfolio Leader's Evaluation Comments**
Evaluate and refine the detailed technical approach.	1. Verify the code's readiness for further development. 2. Review software the development plan (SDP) technical approach. 3. Propose modifications to the SDP as appropriate. Obtain approval of the SAS PM.	Provide your evaluation of the code's readiness for **further development**. Specify any additional work that must be done in this regard. **Comments:**
Identify and ameliorate risks of the project.	1. Review the SDP work breakdown structure (WBS), cost and schedule. 2. Review PMI performance. 3. Propose modifications to the revised WBS, cost and schedule. Obtain approval from the SAS PM. 4. Document and plan remediation of known and anticipated risk and code problems and weaknesses.	Comment upon your review of the project's **WBS, cost and schedule**. Specify any remedial actions that must be done in this regard. (PMI performance will be discussed later in this report.) **Comments:**

Project Management Indicators (PMIs):[5]

PMI	Project Principal Investigator	CTA/Portfolio Leader's Evaluation
1-1	- Prepares, reviews, updates, and refines project documentation in accordance with guidelines and lessons learned. - Maintains document version control to ensure all changes are tracked and justified.	

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[5] Refer to Appendix A, Table 3, for a complete description of the indicators. Under *CTA/Portfolio Leader's Evaluation*, relate the results of your examination of the PMI and any strengths or deficiencies noted. If there are deficiencies noted for the PMI, provide a statement of remedial action required along with a suspense date.

PMI	Project Principal Investigator	CTA/Portfolio Leader's Evaluation
1-2	- Prepares, reviews, updates, and refines the SDP in accordance with guidelines and lessons learned. - Ensures the development team is fully aware of and consults the SDP. - Uses the SDP as a working document and frequently reviews it with team members for compliance, planning, and recommended refinements.	
1-3	- Complies with *(technical and financial)* reporting requirements.	
1-4	- Manages team performance and communication. - Reviews, refines and updates the WBS when reviewing the SDP.	
1-5	- Monitors development team progress and takes remedial action as necessary. - Ensures compliance with SDP and associated contracts. - Provides progress and remediation reports to the CTA/Portfolio Leader as required.	
2-1	- Solicits (user) requirements and input as appropriate. - Provides timely feedback.	
2-2	- Manages error identification, fix and testing procedures and oversees compliance. - Establishes systematic procedures to keep the team ~~and users~~ aware of same.	
2-3	- Establishes regular meetings with the development team to review requirements, schedules and progress and to identify problems. - Regularly briefs CTA/Portfolio Leader and management chain.	

PMI	Project Principal Investigator	CTA/Portfolio Leader's Evaluation
3-3	- Works with supervisor, local security personnel, and the CTA/Portfolio Leader to determine and enforce export control and security restrictions early development process and validates such restrictions as the software capability develops and export control and security guidance changes. - Ensures hosting shared resource center systems administration staff are aware of restrictions to the code and affiliated data.	

Alpha Evaluation Recommendation and Summary:[6]

Exit Criteria, Other Remedial Actions and Suspenses:[7]

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[6] Provide a synopsis of your evaluation of the project at this stage of development and your recommendation of the project's suitability for continuation. Specifically state whether you think the project passed the milestone and is ready for continued development. If your recommendation is suspended pending the resolution of critical items (to be described below), so state.

[7] **Exit criteria** are those substantive items that the CTA/Portfolio Leader determines must be resolved prior to a final decision concerning the success of the Alpha Test and Evaluation. **Other remedial actions** are less substantive and need not hold up the CTA/Portfolio Leader's decision. List all exit criteria (and so specify) as well as remedial actions and their corresponding suspense dates. The project lead must show all exit criteria, remedial actions, and suspense dates on the project's next and subsequent quarterly reports until all are closed out.

Mandatory Attachments:[8]

Items	Originator	Hard Copy	MS Office-Compatible Electronic Media
Alpha Test Plan (Approved version used for the test event)	Project Principal Investigator		MS Word, RTF or PDF
Alpha Test Report	Alpha SME	x (signed)	MS Word, RTF or PDF
Test performance data matrix	Alpha SME	x	MS Excel
Test results	Alpha SME		MS Excel, RTF or PDF
Presentation materials (viewgraphs)[9]	Project Principal Investigator, and Alpha SME		MS PowerPoint
User comments and critiques (if available)	Project Principal Investigator, Alpha SME, and CTA/Portfolio Leader	x	MS Word, RTF or PDF
User and installation manuals and other pertinent *technical* documentation extant	Project Principal Investigator		MS Word, RTF or PDF
Examples of representative code front-end(s), input and output, validation scripts, etc.	Project Principal Investigator	x	RTF or PDF
Other project *management* plans (if applicable)	Project Principal Investigator	x	MS Word, RTF or PDF
Evaluation and Summary Viewgraphs	CTA/Portfolio Leader		MS PowerPoint

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[8] Provide all attachments listed in the table in hard copy (if specified) and electronic media compatible with the MS Office Suite.

[9] Refer to Alpha Review Guidance for details on the content of the presentation materials.